

## Where Does The Time Go?

It may seem like there aren't enough hours in the week to get everything done. That may be true or it may be that you are not using your time as efficiently as possible. To assess where your time goes, complete the inventory below. Some of the items are done every day so those will need to be multiplied by 7 to arrive at a weekly total. One item may be done any number of times a week so you'll need to multiply that one by the number of times each week you do it. This activity will allow you to see how many hours remain during the week for studying.

	Number of Hours Per Day	Number of Days per Week	Multiply	Number of Hours per Week
On the average, how many hours do you sleep in each 24 hour period, including those afternoon naps?		7	X	
On the average, how many hours a day do you engage in grooming activities?		7	X	
On the average, how many hours a day do you spend on meals, including preparation and clean-up time?		7	X	
How much time do you spend commuting to and from campus and how many times do you do this during a week? Include the amount of time it takes to park and walk from your car or the bus stop to class.			X	
On the average, how many hours a day do you spend doing errands?			X	
On the average, how many hours do you spend each week doing co-curricular activities (student organizations, working out, church, etc.)?				
On the average, how many hours a week do you work at a job?				
How many hours do you spend in class each week?				
On the average, how many hours per week do you spend with friends, going out, watching TV, going to parties, etc?				
Add all numbers from the <b>Number of Hours per Week</b> column to compute the number of hours you are spending each week engaged in daily living activities and school activities.				
There are 168 hours in a week. Subtract your total from 168 to find number of hours remain for <u>studying</u> .				

Adapted from <http://www.ucc.vt.edu/lynch/TMAssessment.htm>